



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P2
SECTION: PERSONNEL POLICY	POLICY TITLE: <b>NO DISCRIMINATION</b> <b>ANTI-DISCRIMINATION AND ANTI-HARASSMENT</b>

## 1. PREAMBLE

1.1. Our organization is committed to providing a work environment free from discrimination and harassment. We believe that all employees, job applicants, and clients should be treated with dignity and respect, regardless of their race, color, religion, gender, age, sexual orientation, national origin, disability status, or any other characteristic protected by applicable law.

## 2. APPLICATION

2.1. This policy applies to all ~~permanent full time-and Part-time, term, seasonal or casual-salaried, non-hourly-paid, permanent-employees~~ of the municipality.

## 3. DEFINITIONS

3.1. *Discrimination* is unfair treatment of an employee based on race, color, religion, sexual orientation, gender identity, national origin, disability marital status, family status or any other characteristic protected by applicable law.

3.2. *Harassment* is Engaging in derogatory (e.g. condescending, insulting, belittling), vexatious (e.g. aggressive, angry, antagonistic), humiliating or embarrassing conduct that is known, or ought reasonably to be known, to be offensive or unwelcome. Without in any way limiting the generality of the foregoing, this also includes any form of harassment as outlined in human rights legislation. This would also include actions or comments that are directed at no person in particular but which create an intimidating, demeaning or offensive work environment.

## 4. POLICY STATEMENT

4.1. The ~~Municipality employer, its servants and agents~~, agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to ~~any~~ all ~~Employee~~ employment in the matters ~~such as~~ of hiring, wage rates, training, upgrading, promotion, transfer, layoff, discipline, discharge, ~~or otherwise reason~~ **regardless** of age, race, creed, colour, national origin, political or religions affiliation, sex or marital status **or any other characteristic protected by applicable law.**

4.2. The expectation is that all employees treat each other, our residents, and our suppliers with respect; and contribute to a positive and inclusive work environment. Any form of discrimination, harassment, or retaliation will not be tolerated.



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4.3. We encourage employees to report any incidents of discrimination or harassment that they experience or witness.

## 5. REPORTING

- 5.1. Employees should report any incident of discrimination or harassment to their immediate supervisor.
- 5.2. Once a complaint is made, this will trigger an investigation by the immediate supervisor, Human Resource designate/CAO or a third party depending on the severity of the issue and the situation.
- 5.3. Confidentiality will be maintained during the investigation. However, there may be times when it is necessary to disclose the identity of the employee.
- 5.4. Investigation should be completed and reported to the complainants and respondent within 45 working days. The complainants and respondent shall have 5 working days to respond to the report.

## 6. CORRECTIVE ACTION

- 6.1. Depending on the outcome of the investigation, employees who are found at fault may be subject to appropriate disciplinary actions, up to and including termination.
- 6.2. An employee who intentionally makes a false disclosure or false accusation regarding another employee will be subject to disciplinary action, up to and including termination.

## 7. RESPONSIBILITY

- 7.1. The CAO has the responsibility to make sure the policy is adhered to and remedy the situation for all employees involved.
- 7.2. If the CAO is directly or indirectly involved in the complaint, the Warden will be responsible to adhere to the policy and remedy the issue.
- 7.3. An employer and any person acting on their behalf shall not pay a female employee at a rate of wages less than the rate of wages paid to a male employee by him for the same work performed in the same establishment, the performance of which requires equal skill, effort, and responsibility, and which is performed under similar working conditions.



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7.4. ~~Where an employer or person acting on their behalf established that a factor other than sex justifies a different rate of wages, a difference in the wages between a male and female employee based on the factor does not constitute a failure to comply with this section.~~

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	January 1988
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date